## **SAMPLE**

## CRE ADMINISTRATIVE REVIEW

## **ATTACHMENT 1**

# SFA SITE WORK SHEET - DAILY MEAL COUNT EDIT

SITE:		CLAIM MONTH:							
A.	PAID MEAL COUNT								
	Total enrolled –[approved reduced price + approved free] for current month X								
	Attendance factor*	=							
В.	REDUCED MEAL COUNTS								
	Total approved reduced price for current month	X							
	Attendance factor*	=							
C.	FREE MEAL COUNTS								
	Total approved free for current month	_ X							
	Attendance factor*	=							
COMPARE SITE'S DAILY MEAL COUNTS, BY CATEGORY, WITH ABOVE FIGURES IN A, B, AND C.									
(check	appropriate statement)								
Meal counts DO NOT exceed numbers above, by category, on any day in month.									
	Meal counts only exceed the numbers above, in one or more categories, on the following dates:								
	The meal counts for those dates have been rechecked for accuracy and it has been determined they exceed the above numbers, by category, for the following reason(s):								
* Use the National attendance factor of 91.6% for 1999-2000 School Year (or current attendance factor) in Steps A, B, and C. As an alternative, the actual agency or site attendance factor could also be used in Steps A, B, and C.									
EVALU	IATOR'S SIGNATURE:	DATE:							

California Department of Education Nutrition Services Division Field Services Unit

#### CRE ADMINISTRATIVE REVIEW

## **SAMPLE**

### **ATTACHMENT 2**

### SFA SITE WORK SHEET - DAILY MEAL COUNT EDIT

FOR EACH DAY, COMPARE SITE'S FREE, REDUCED-PRICE AND TOTAL **ACTUAL MEAL COUNTS,** (E), (H), AND (K), WITH **ATTENDANCE ADJUSTED ELIGIBLES** (D), (G), AND (J) **FOR TRACKS IN SESSION.** FOR ANY DAYS THAT FREE, REDUCED-PRICE OR TOTAL MEAL COUNTS EXCEED ATTENDANCE ADJUSTED ELIGIBLES. INCLUDE A JUSTIFICATION FOR THE NUMBER OF MEALS CLAIMED IN THE "COMMENTS" SECTION.

SITE:							CLAIM MONTH:				
(A)	(B)	FREE			REDUCED-PRICE		TOTAL				
DATE	TRACKS IN SESSION	(C) ELIGIBLE	(D) ELIG x AF*	(E) MEAL COUNT	(F) ELIGIBLE	(G) ELIG x AF*	(H) MEAL COUNT	(I) ELIGIBLE	(J) ELIG x AF*	(K) MEAL COUNT	COMMENTS
also be	used.		AF) of 91.6% for t	the 1999-2000 s	school Year(or c	urrent attendanc	e factor). As a		e actual agency o	or site attendar	nce factor could
EVALUATOR'S SIGNATURE:						DATE:					

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